



Town of Corte Madera Organics Recycling Champions Recognition Program Application Form

Business Name:

Address:

Name:

Telephone:

Email:

STEP 1

Complete all Required Strategies and 2 Additional Strategies and submit proof and this completed form to the Town.

STEP 2

Schedule site visit with the Town's staff at:

Phone: 415-927-5050
Email: lbarrera@tcmmail.org

STEP 3

Receive letter of recognition and promotional decal.

All businesses must provide compliance report one year after application, and yearly thereafter, to maintain status.

Check off when completed; See required documentation and action for strategies on Page 2.

REQUIRED STRATEGIES FOR APPROVAL

1. Sign up for organics service
2. Train all staff on proper sorting of garbage, organics, and recycling
3. Clearly labeled recycling and organics containers next to all garbage containers (front and back of house)

MEET TWO ADDITIONAL STRATEGIES FOR APPROVAL

4. Meet with janitorial staff or outside janitorial services to discuss environmental commitment and diversion goals, and make sure they are properly sorting trash, recycling, and organics
5. Designate a staff recycling coordinator to take responsibility for monitoring maintaining recycling and composting programs. Submit waste reduction plan and implementation schedule
6. Purchase paper, napkins, towels, and toilet paper with 100% post-consumer content
7. Make a good faith effort to reduce food waste by donating food, reducing purchase of food, or reducing garbage container size after right-sizing for composting program initiation
8. Be a Marin County Certified Green Business
9. *For coffee shops and convenience stores only:*
 - Eliminate plastic water bottles OR
 - Eliminate plastic straws

I certify under penalty of perjury that _____ (business name) occupies the space at the address stated above and certify that the information submitted to the Town for the Corte Madera Organics Recycling Champions Recognition Program is true. I understand that I must provide a compliance report one year after applying, and yearly thereafter, to maintain status in the program.

PRINT NAME

SIGNATURE

DATE

Approved Recognition Form (staff initials):

REQUIRED STRATEGIES FOR APPROVAL (Proof is subject to Town approval)

1. Sign up for organics service

Required Documentation: Copy of Mill Valley Refuse Service bill.

2. Train all staff on proper sorting of garbage, organics, and recycling

Required Documentation: Signed sheet of all employees stating they received training and understand proper disposal of waste. Site Visit with Town staff can be used as a time for tips on training.

3. Clearly labeled recycling and organics containers next to all garbage containers (front and back of house)

Required Documentation: Photo proof of both front and back of the house. Proper signage is required for this strategy.

ADDITIONAL STRATEGIES FOR APPROVAL (Proof is subject to Town approval)

4. Meet with janitorial staff or outside janitorial services to discuss environmental commitment and diversion goals, and make sure they are properly sorting trash, recycling, and organics

Required Documentation: Signed sheet of all janitorial staff stating they received training and understand proper disposal of waste. Site Visit with Town staff can be used as a time for tips on training.

5. Designate a staff recycling coordinator to take responsibility for monitoring maintaining recycling and composting programs. Submit waste reduction plan and implementation schedule.

Required Documentation: Submit a waste reduction plan with discrete goals and benchmarks. Plan shall be signed by the recycling coordinator and updated on an annual basis to the Town. All plans must be approved by the Town prior to implementation.

6. Purchase paper, napkins, towels, and toilet paper with 100% post-consumer content

Required Documentation: Copy of receipt and photo proof of use.

7. Make a good faith effort to reduce food waste by donating food, reducing purchase of food, or reducing garbage container size after right-sizing for composting program initiation. You are required to only provide documentation for one option listed below.

- Option 1: Tracking food donations in pounds and food destination over one survey month in each year.

Required Documentation: Submit report in Microsoft Excel or Word to Town.

- Option 2: Report food purchase in pounds or units over one survey month before the program and one year after program initiation.

Required Documentation: Submit survey results to the Town with the Application form and survey after program initiation with annual compliance report update to the Town.

- Option 3: Reduce garbage container size after right-sizing for composting program initiation

Required Documentation: Show copy of a Mill Valley Refuse Service bill at the start of program and current bill. If program is just initiated, in compliance report one year after application, provide copy of Mill Valley Refuse Service bill.

8. Be a Marin County Certified Green Business

Required Documentation: Copy or proof of certification.

9. *For coffee shops and convenience stores only:*

- Eliminate plastic water bottles OR
- Eliminate plastic straws

Required Documentation: Photo proof or documentation of eradication of plastic straws or plastic water bottles.

ANNUAL REPORTING

In addition to any ongoing reporting required by any of the additional strategy options, you must provide a compliance report one year after submitting the application, and annually thereafter, to maintain status as an Organics Recycling Champion. The compliance report must include:

- 1 paragraph minimum narrative of general updates on efforts.
- Specific updates on each required strategy including successes, failures, problems, and triumphs.
 - Organics service collection
 - Staff training for proper sorting of garbage, organics, and recycling
 - Success of recycling and organics recycling in front and back of house
 - Additional strategy 1 update
 - Additional strategy 2 update